

<p>GENERAL PROCEDURES</p>	<p>Each inspector should develop a consistent method of conducting inspections to ensure that his/her inspections are thorough and accurate.</p>
	<p>Upon arrival at the facility:</p> <ul style="list-style-type: none"> • do not enter facilities with locked gates and/or “No Trespassing” signs unless prior approval has been obtained • be alert for unsafe conditions, such as loose or vicious animals <p>Prior to conducting the actual inspection:</p> <ul style="list-style-type: none"> • contact the designated research facility representative(s) or other responsible person • introduce yourself in a professional manner • state the purpose for the visit • show your USDA badge and ID if requested • if appropriate, provide a business card <p>The inspector must be accompanied by a designated research facility representative or other responsible person (who should be at least 18 years of age), when conducting the inspection.</p> <p>If you do not find anyone at the research facility, follow procedure for an Attempted Inspection (see Section 8.1).</p> <p>The steps detailed below are the components of an inspection and need to be performed. However, the exact order is left to the discretion of the individual inspector.</p> <p>Basic steps to follow in conducting an inspection include, but are not limited to:</p> <ul style="list-style-type: none"> • follow facility’s biosafety procedures, or • put on recommended protective clothing, gear and/or boots, such as: <ul style="list-style-type: none"> ▶ dogs/cats-sanitizable or disposable boots -coveralls (optional) -ear plugs (strongly recommended) -disposable gloves (if have to touch any animals)

- ▶ macaques-respirator (Level N95 or better if within 5 feet)
 - coveralls (preferably disposable)
 - full face shield and eye protection such as safety glasses or goggles
 - disposable gloves
 - ▶ other nonhuman primates-respirator (Level N95 or better)
 - observe and check the health and well-being of the animals
 - ▶ avoid handling the animals unless necessary, such as to check for dehydration or malnutrition
 - ▶ do not engage in diagnostic procedures
 - ▶ wear disposable gloves if you must handle any animals
 - inspect facility premises, building, equipment, and vehicle used to transport animals
 - review husbandry practices
 - observe handling techniques of personnel
 - visualize problems that may occur at other times of the year
 - use the Checklist for Animal Care Inspection Report (see page 5.4.7), if desired
 - identify the noncompliant items
 - make notes on the noncompliant items
 - point out each noncompliance to the designated research facility representative or responsible person
 - explain why an item is noncompliant
 - discuss possible solutions if asked
 - ask questions concerning the operation of the facility if necessary to ascertain compliance
- Examples of questions to ask include:
- ▶ Are there any other locations, rooms, barns, sheds, etc. where animals are housed, used or held, food and bedding is stored, or medical supplies are kept?
 - ▶ Are there any other records involving the disposition, and purchase or acquisition of animals other than already seen?
 - ▶ Are there any collaborative studies being conducted here or at another research facility?

- ▶ Are there any other places where cages, food bowls, water bottles, etc. are washed?
- ▶ Where are new animals received?
- ▶ Where are control drugs kept?
- review available records, such as:
 - ▶ IACUC records
 - ▶ acquisition/disposition records
 - ▶ health/medical records
 - ▶ Standard Operating Procedures (SOPs)
 - ▶ cleaning/sanitizing logs
 - ▶ temperature records
 - ▶ maintenance logs
- collect information for animals that you, the inspector, are suspicious about the source
For example, you should question the source of dogs which
 - ▶ are uncommon research breeds, such as:
 - R small or toy breeds
 - R thick coated dogs
 - ▶ are tattooed with a non-USDA tattoo code or number
 - ▶ are microchipped

Note: The research facility representative may request that you traceback an animal that he/she is suspicious of the original source.

Be alert for unsafe facility conditions:

 - if the conditions affect the animals, note or cite on the inspection report
 - if the conditions are not a violation of the AWA, report these items to the designated research facility representative or other responsible person at the facility
Examples would be:
 - ▶ unlocked controlled substances
 - ▶ locked emergency exits
 - ▶ absence of smoke detectors
 - if the conditions adversely affect you, leave the area